

**Attach Voided Check  
Please Use Black Ink**



Name: \_\_\_\_\_

Employee Number: \_\_\_\_\_

Agency Name: \_\_\_\_\_

Division: \_\_\_\_\_

Office Phone: \_\_\_\_\_

**STOP! Continue Filling Out Form Only After Reading Instructions on page 2.**

*NOTE: You must use a Main Checking account in order to set up Direct Deposit*

Main Checking	New	Change Account	Change Financial Institution	Cancel	No Change
Amount	Financial Institution Name			Phone	
<b>NET PAY</b>					

1st Savings	New	Change Account	Change \$ Amount	Change Financial Institution	Cancel	No Change
Amount	Financial Institution Name			Phone		

2nd Checking	New	Change Account	Change \$ Amount	Change Financial Institution	Cancel	No Change
Amount	Financial Institution Name			Phone		

2nd Savings	New	Change Account	Change \$ Amount	Change Financial Institution	Cancel	No Change
Amount	Financial Institution Name			Phone		

**THIS FORM WILL BE RETURNED FOR MISSING INFORMATION AND/OR VOIDED CHECKS**

I have read and understand the policy and the instructions on the second page. I hereby authorize and request the State Division of Finance, herein called State DOF, to make payment of any payroll amounts due to me by initiating credit entries to the account(s) indicated in the bank(s), credit union(s) or investment firm(s) named above, herein called FINANCIAL INSTITUTION(S). I further authorize the State DOF to initiate, if necessary, debit entries and adjustments for credit entries initiated in error by the State DOF to the above accounts. In addition, I authorize and request the FINANCIAL INSTITUTION(S) to credit and debit the same entries initiated by the State DOF to the above accounts. I understand it is my responsibility to verify the funds are available before drawing upon those funds. I agree to hold the State of Utah harmless for any bank charges or other damages I may incur as a result of deposits **not** made to my account when expected. I understand I may change or terminate this agreement at any time by written notification to the State DOF. (See Change/Cancel above.) Such notification shall be effective after receipt by the State DOF and after they have a reasonable opportunity to act on it. I also agree if I change or terminate my account(s) with the above FINANCIAL INSTITUTION(S) before the State DOF has acted on my notification, my access to any amounts transmitted to changed or terminated accounts will be delayed until the FINANCIAL INSTITUTION(S) refund(s) those amounts to the State DOF.

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

## Policy

If you choose to have your pay directly deposited to banks, credit unions or investment firms, you **must** use a MAIN CHECKING account. You may also use the 1st Savings, the 2nd Checking or the 2nd Savings accounts if you desire, but only if you use a MAIN CHECKING account. Your pay may be deposited to more than one financial institution. Your pay may also be deposited to another persons account as long as you are named on that account. The MAIN CHECKING account receives the balance of your pay after all other deductions and direct deposits are made. For this reason, NET PAY is pre-printed in the amount column of the Main Checking account. You must fill in the dollar amounts to have deposits made to the 1st Savings, 2nd Checking or 2nd Savings accounts.

If your pay is less than the amounts specified, one or more of the deposits will be short. **Deposits are made in the following order: first**, 1st Savings; **second**, 2nd Checking; **third**, 2nd Savings; **fourth**, MAIN CHECKING. If the amounts you specify for the 1st Savings, 2nd Checking and/or 2nd Savings accounts equal or exceed your net pay, no amount is deposited to the MAIN CHECKING account.

Funds directly deposited are usually available for withdrawal on payday. However, delays sometime occur. If your deposit is delayed, contact your financial institution for an explanation. If your financial institution cannot help you, contact State Payroll. The State of Utah is not responsible for bad check charges or other costs incurred by the employee as a result of checks or withdrawals written on delayed direct deposits.

The data entry cutoff is the Friday before payday.

## Instructions

### General:

1. **Read** the policy and the instructions.
2. Enter your name (first name, last name); employee number, agency name, division and office phone number.
3. Check the action you want taken (New, Change Account, Change \$ Amount, Change Financial Institution, Cancel, or No Change).
4. Verify the routing number shown on voided check(s) or other documents with each financial institution.
5. Attach the necessary voided check(s) or other document(s) showing the direct deposit routing and account numbers for your accounts.
6. Sign and date the agreement.
7. Submit the fully completed form to the State DOF Payroll Section for processing. Allow up to four weeks for direct deposit to new or changed accounts to become effective. Allow two weeks for dollar amount changes or cancellations to become effective. Verify deposits are made as expected before writing checks, transferring or otherwise withdrawing funds from the expected deposit.

### Open New Account:

1. Check with your financial institution to determine whether or not it can receive electronically transmitted deposits.
  - ◆ NO, they cannot. Do NOT complete this form
  - ◆ YES, they can. Go to step 2.
2. Obtain from your financial institution a voided check or other document showing the direct deposit routing number and account number for your account.
3. Select the type(s) of direct deposit account(s) to open (Main Checking, 1st Savings, 2nd Checking and/or 2nd Savings). Check the *NEW* box and enter the deposit amount, financial institution name and financial institution telephone number.
4. Verify the routing number shown on the voided check(s) or other documents with each financial institution.
5. Attach the voided check(s) or other document(s) with the correct numbers.

### Change Account Number with the same Financial Institution:

1. Select the direct deposit account(s) to change (Main Checking, 1st Savings, 2nd Checking and/or 2nd Savings). Check the action *CHANGE ACCOUNT* box, and enter the financial institution name and financial institution telephone number.
2. Verify the routing number shown on the voided check(s) or other documents with each financial institution.
3. Attach the voided check or other document showing the direct deposit routing number and account number for your account.

### Change \$ Amount:

1. Select the direct deposit account(s) to change (1st Savings, 2nd Checking and/or 2nd Savings). Check the action *CHANGE \$ AMOUNT*, and enter the financial institution name and financial institution telephone number.
2. Enter the new amount to have deposited to that account.  
**\*\*NOTE\*\*:** Use this action only if you are changing the amount deposited to an existing direct deposit account. Changing an amount to zero is the same as canceling because it deletes the dollar amount and Financial Institution from your record.

### Change to a New Financial Institution:

1. Follow directions for New Account, except check the *CHANGE FINANCIAL INSTITUTION* box and enter the **new** financial institution name and financial institution telephone number.
2. Be sure to keep the account at the **old** financial institution open until you can verify the State DOF has stopped depositing to the old account.

### Cancel Account:

1. Determine which direct deposit account(s) to delete (Main Checking, 1st Savings, 2nd Checking and/or 2nd Savings). Check the *CANCEL* box and enter the financial institution name and financial institution telephone number.
2. If you cancel the *MAIN CHECKING* account, your 1st Savings, 2nd Checking and 2nd Savings accounts are also canceled.
3. Canceling an account deletes the dollar amount and Financial Institution.
4. Be sure to keep your account open until you can verify the State DOF has stopped depositing to that account.

### No Change:

1. No change needed for specified account.